

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO.

438

PAGE  
NO.

1

1. Requesting Agency

MARYLAND GENERAL ASSEMBLY

2. Division or Bureau of Requesting Agency

Secretary of the Senate and

Chief Clerk of the House of Delegates

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p><b>SENATE AND HOUSE BILL BOOKS</b></p> <p>Size: c. 13" x 18" x 1" Dates: 1880-1933, 1949-1958, 1960... File Arrangement: Chronological Index: Internal alphabetical tab index</p> <p>The bill books are prepared in four separate series, as follows:-</p> <ol style="list-style-type: none"><li>1. House Book for House Bills</li><li>2. House Book for Senate Bills</li><li>3. Senate Book for Senate Bills</li><li>4. Senate Book for House Bills</li></ol> <p>The following information is contained in each of the four records series: The printed bill number and the author, the subject or title of the bill, date of first reading and the committee of reference, dates of second and third readings, and date of return, and the disposition made of the bill, with space for remarks.</p> <p>This information is transcribed in the Senate and House Bill Register of the Secretary of State and in his Chapter Book, both of which are permanently retained.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CONCLUSION OF THE SESSION FOR WHICH THE BOOKS WERE PREPARED, THEN DESTROY.</p>	
2	<p><b>INDICATOR AND GENERAL RECEIPT BOOKS FOR BILLS</b></p> <p>Size: 13" x 20" x 1/2" Dates: 1900-1902, 1908, 1949-1951, 1953-1958, 1960... File Arr.: Chronological</p> <p>This series contains separate volumes for the Senate and for the House giving the file number and date of introduction, the author or</p>	(continued)

7. Agency, Division or Bureau Representative

Secretary of the Senate

Chief Clerk, House of Delegates

3/18/66

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/24/66

Date

Maurice S. Redolf

Archivist

4-19-66

Date

Cedric H. H. H.

Secretary

REQUIRED FOR RECORDS RETENTION SCHEDULE  
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2 (cont.)	<p>sponsor, the subject or title of the bill, the committee to which assigned, date of delivery to the printer, and the date returned.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CONCLUSION OF THE GENERAL ASSEMBLY SESSION FOR WHICH THE BOOKS WERE PREPARED, THEN DESTROY.</p>	
3	<p>SENATE CALENDAR</p> <p>Size: 11" x 12" x ½" Dates: 1957-58, 1960... File Arr.: Chronological</p> <p>This record is composed of two series, one for Senate Bills and the other for House Bills, giving the calendar number, the name of the author or sponsor, the subject and title of the bill, and its disposition and date, with the printed number.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CONCLUSION OF THE GENERAL ASSEMBLY SESSION FOR WHICH THE CALENDAR WAS PREPARED, THEN DESTROY.</p>	
4	<p>ROUGH BILL BOOKS</p> <p>Size: 12" x 16" x ½" Dates: 1951... File Arr.: Chronological</p> <p>The rough Bill Books are internally arranged in separate sections for House and Senate Bills; they give the date of introduction, bill number and name of author or sponsor, date received and the subject or title of the bill, the date reported and the type of report (favorable or unfavorable), and space for remarks.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CONCLUSION OF THE GENERAL ASSEMBLY SESSION FOR WHICH THE BOOKS WERE PREPARED, THEN DESTROY.</p>	
5	<p>ENROLLED BILLS RECORD</p> <p>Size: 12" x 16" x ½" Dates: 1910, 1949... File Arr.: Chronological</p> <p>The Enrolled Bills Record has separate volumes for the Senate and House by session, giving the printed bill number and its author or sponsor, subject or title of the bill, date of delivery to the Governor, type of legislation (public general or public local), and the signature of the person receiving the bill.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CONCLUSION OF THE GENERAL ASSEMBLY SESSION FOR WHICH THE RECORD WAS PREPARED, THEN DESTROY.</p>	

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4. em No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
6	<p><b>SENATE RESOLUTIONS RECORD</b></p> <p>Size: 10" x 16" x <math>\frac{1}{2}</math>" Dates: 1961... File Arrangement: Chronological</p> <p>The Senate Resolutions Record gives the resolution number, author or sponsor, and the subject or title, date of introduction, committee of reference, date of the report and type (favorable or unfavorable), dates of the second and third readings, disposition, and the date returned from the printer.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CONCLUSION OF THE GENERAL ASSEMBLY SESSION FOR WHICH THE RECORD WAS PREPARED, THEN DESTROY.</p>	
7	<p><b>SENATE AND HOUSE JOINT RESOLUTIONS RECORD</b></p> <p>Size: 10" x 15" x <math>\frac{1}{2}</math>" Dates: 1898-1933, 1951-58, 1960... File Arr.: Chronological</p> <p>Each volume in this series contains separate sections for House &amp; Senate Resolutions, giving the resolution number, date of introduction and name of the author or sponsor, date of first reading and the committee of reference, date of the report and its type (favorable or unfavorable), dates of second and third readings and the action thereon, dates of transmittal to the opposite chamber, and the date of return, with action.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CONCLUSION OF THE GENERAL ASSEMBLY SESSION FOR WHICH THE RECORD WAS PREPARED, THEN DESTROY.</p>	
8	<p><b>RECEIPTS FOR BILLS DELIVERED TO THE SENATE AND THE HOUSE OF DELEGATES</b></p> <p>Size: 6" x 9" x <math>\frac{1}{2}</math>" Dates: 1902, 1910, 1912, 1927, 1931, 1933, 1952, 1955... File Arr.: Chronological</p> <p>The Receipts Record is made up of two volumes for each session, one for the Senate and one for the House, and it gives the bill number and date of delivery to the Senate or the House, with signature of the person receiving the bill.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CONCLUSION OF THE GENERAL ASSEMBLY SESSION FOR WHICH THE RECORD WAS PREPARED, THEN DESTROY.</p>	
9	<p><b>RECEIPT BOOK FOR BILLS DELIVERED TO COMMITTEES BY THE SECRETARY OF THE SENATE</b></p> <p>Size: 9<math>\frac{1}{2}</math>" x 11" x <math>\frac{1}{2}</math>" Dates: 1957-58, 1960... File Arr.: Chronological</p> <p>These Receipt Books are internally arranged alphabetically, by name of the committee, giving date of delivery under each committee.</p>	(continued)

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9 (cont.)	the bill number, and the signature of the chairman of the committee or of the person designated to sign for delivery.	
	RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CONCLUSION OF THE GENERAL ASSEMBLY SESSION FOR WHICH THE RECORD WAS PREPARED, THEN DESTROY.	
10	RECEIPT BOOK FOR BILLS TO THE ENGROSSING COMMITTEE	
	Size: 8 $\frac{1}{4}$ " x 15" x $\frac{1}{2}$ " Dates: 1958... File Arr.: Chronological	
	These Receipt Books are prepared in two series, one for the Senate and one for the House, giving the bill number and name of the author or sponsor, date of delivery to the printer, and the date of return.	
	RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CONCLUSION OF THE GENERAL ASSEMBLY SESSION FOR WHICH THE RECORD WAS PREPARED, THEN DESTROY.	